

Comparisons of Job Characteristics

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Human Resources Specialists (13-1071)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 68

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Human Resources Specialists (13-1071)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Personnel and Human Resources	5.6	18.7	6.4	<<	Extensive education and/or training may be required
English Language	11.2	16.2	11.7	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	16.0	11.5	<<	Extensive education and/or training may be required
Clerical	7.3	13.3	21.6	>>	Current knowledge level is likely more than sufficient
Sales and Marketing	5.2	11.4	2.6	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 94

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Human Resources Specialists (13-1071)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Speaking	10.8	14.0	12.6	<	A higher skill level may be required
Reading Comprehension	10.7	13.8	13.3	0	Current skill level may be sufficient
Active Listening	11.0	13.7	13.6	0	Current skill level may be sufficient
Social Perceptiveness	9.1	11.6	9.6	<	A higher skill level may be required
Service Orientation	7.9	10.8	12.5	>	Skill level is likely sufficient
Management of Personnel Resources	6.9	9.1	6.2	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 97			
Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) Associated Occupation: Human Resources Specialists (13-1071)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	14.9	13.9	0	Current ability level may be sufficient
Oral Expression	12.4	14.8	13.5	0	Current ability level may be sufficient
Written Comprehension	11.0	13.4	13.4	0	Current ability level may be sufficient
Speech Clarity	10.2	13.0	11.5	<	Some improvement in abilities may be required
Written Expression	9.8	12.9	12.2	0	Current ability level may be sufficient
Speech Recognition	9.9	12.8	12.8	0	Current ability level may be sufficient
Near Vision	11.1	11.8	13.1	>	Current ability level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 70
Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) Associated Occupation: Human Resources Specialists (13-1071)		
Work Activities	Exclusivity of Activity	
Coordinate staff or activities in clerical support setting	84	
Explain rules, policies or regulations	48	
Maintain records, reports, or files	5	
Recommend improvements to work methods or procedures	64	
Use computers to enter, access or retrieve data	3	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 80
Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) Associated Occupation: Human Resources Specialists (13-1071)		
Tools and Technologies		Exclusivity

Business function specific software	1
Calculating machines and accessories	3
Cameras	2
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Data management and query software	1
Duplicating machines	6
Industry specific software	1
Information exchange software	1
Network applications software	1
Personal communication devices	2
Projectors and supplies	13

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.